

AGENDA
MPO Technical Committee
Tuesday, May 17, 2022
10:00 AM Virtual Meeting via Zoom

This meeting will be conducted using video/phone conferencing. Use the link below to access the meeting.

<https://us02web.zoom.us/j/84942770807?pwd=WmdMaHhtLzZ2amhVNnRUVMhVVHNMTU09>

Meeting ID: 849 4277 0807

Passcode: 089352

Item	Time	Description
0	10:00-10:05	Attendance and Emergency Statement
1	10:05-10:10	Matters from the Public: limit of 3 minutes per speaker <i>Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda – limit three minutes per speaker</i>
2	10:10-10:15	General Administration* – Ryan Mickles, CA-MPO - Acceptance of agenda* - Return to in-person meetings - Approval of March 15, 2022 MPO Tech Minutes*
3	10:15-10:18	Consider Rescheduling July 19, 2022 MPO Technical Committee Meeting* – Ryan Mickles, CA-MPO The regularly scheduled MPO Technical Committee meeting date (for Jul19) conflicts with the VA APA Conference. Staff proposes changing the MPO Tech Committee meeting date to Jul26 at 1:00pm. and scheduling a joint meeting session with the Rural Technical Committee.
4	10:18-10:30	Draft Fiscal Year 2023 Unified Planning Work Program* – Sandy Shackelford/Ryan Mickles, CA-MPO Approval of Draft FY23 Unified Planning Work Program – The Draft FY23 UPWP is included in the meeting packet; MPO Tech will provide a recommendation to the Policy Board on approval of the Draft FY23 UPWP for their consideration at their May 25 meeting.
5	10:30-10:40	SMART SCALE Project Update – Sandy Shackelford/Ryan Mickles, CA-MPO - Round 5. MPO staff submitted eight SMART SCALE pre-applications on Apr1; staff is preparing for final application submittals due Aug1. Project buffer maps are provided for Charlottesville and Albemarle to aide in identifying the commercial site plans that MPO staff will need for completing the Economic Development Sites of VDOT SMART SCALE final application. - Two resolutions of support are included in your meeting packet. The first resolution is a for support of four MPO project application submissions; the second resolution is for support of four local project application submissions. Staff requests a recommendation of approval from MPO Tech prior to consideration of the resolutions of support by the MPO Policy Board at their May 25 meeting.
6	10:40-11:05	Staff Updates - TIP Amendments – Lucinda Shannon, CA-MPO - Regional Transit Visioning Plan – Lucinda Shannon, CA-MPO - Transit Governance Study – Lucinda Shannon, CA-MPO - TJPDC/Rideshare Program – Sara Pennington, Rideshare - OIPI Growth and Accessibility Planning Technical Assistance Grant – Sandy Shackelford, CA-MPO
7	11:05-11:25	Roundtable Updates

8	11:25-11:30	Additional Matters from the Public: Limit of 3 minutes per speaker <i>Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda – limit three minutes per speaker</i>
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* A recommendation to the Policy Board and/or vote is expected for this item

Upcoming Meetings:

Citizens Transportation Advisory Committee: May 18 at 7:00pm

MPO Policy Board: May 25 at 4:00pm

MPO Tech Committee: July 19 at 10:00am* (Propose July 26 at 1:00pm with Rural Tech Committee)

NOTICE of ELECTRONIC MEETING:

This meeting of the Charlottesville-Albemarle Metropolitan Planning Organization Technical Committee is being held pursuant to *Code of Virginia* § [2.2-3708.2](#), which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public. There will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

MPO Technical Committee Meeting

Draft Minutes, March 15, 2022

Video of the meeting can be found at <https://www.youtube.com/watch?v=Rui3n38GpMk>

VOTING MEMBERS & ALTERNATES		STAFF	
Alex Ikefuna, Charlottesville	x	Sandy Shackelford, TJPDC	x
Jeanette Janiczek, Charlottesville		Lucinda Shannon, TJPDC	x
Rory Stolzenberg, Charlottesville PC	x	Gretchen Thomas, TJPDC	x
Kevin McDermott, Albemarle		Ruth Emerick, TJPDC	x
Jessica Hersh-Ballering, Albemarle	x	Ryan Mickles, TJPDC	x
Chuck Proctor, VDOT	x		
Stacy Londrey, VDOT (alternate)		NON-VOTING MEMBERS	
Christine Jacobs, TJPDC	x	Tony Cho FTA	
Stephen Johnson, Jaunt	x		
Bill Palmer, UVA	x		
Luis Carrazana, Albemarle PC	x	GUESTS/PUBLIC	
Juwhan Lee, CAT	x	Peter Krebs, Piedmont Environmental Council	x
Wood Hudson, DRPT		Michael Barnes, VDOT	x
Sara Pennington, Rideshare	x		
Richard Duran, FHWA			
Taylor Jenkins, DRPT (alternate)	x		

Note: The City of Charlottesville has declared a local state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location in the city. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § [2.2-3708.2](#). A recording of the meeting was made available to the public on March 17, 2022 at <https://www.youtube.com/watch?v=Rui3n38GpMk>

1. CALL TO ORDER:

The MPO Technical Committee Chair, Rory Stolzenberg, presided and called the meeting to order at 10:02 a.m. and read the Notice of Electronic Meeting and Commissioner and Public Protocol.

2. MATTERS FROM THE PUBLIC:

- Comments by the Public:** None
- Comments provided via email, online, web site, etc.:** None

3. GENERAL ADMINISTRATION (MINUTE 1:20):

New Member Introduction – Ryan Mickles introduced Mr. Luis Carrazana, an Albemarle County Planning Commissioner appointed to serve on the Technical Committee.

Acceptance of Agenda – There were no additions or changes to the agenda, so it was approved as presented.



Approval of January 18, 2022 Minutes

Motion/Action: Sara Pennington made a motion to approve the minutes, Christine Jacobs seconded and the motion passed unanimously.

4. UPDATE ON AMENDMENTS TO FY22 UNIFIED PLANNING WORK PROGRAM (UPWP) (MINUTE 6:25):

Sandy Shackelford gave an update of the amendments to the UPWP. There were some questions regarding clarification of the updates, and Ms. Shackelford and Ms. Jacobs made those clarifications.

Motion/Action: Alex Ikefuna made a motion to approve the amendments as presented, Stephen Johnson seconded and the motion passed unanimously.

5. DRAFT FY23 UPWP BUDGET (MINUTE 25:00):

Ms. Shackelford and Ryan Mickles presented the draft of the FY23 UPWP. There were some questions on the One Map portion of the budget. Mr. Mickles and Bill Palmer provided clarifications.

Mr. Johnson requested that there be performance measurements included in the document that are specific for our community.

Rory Stolzenberg noted that the dates in the table of contents need to be updated. He also noted that there is a new action plan from the Parking Director, Rick Seibert, with a new focus on TDM.

Mr. Stolzenberg asked about the additional needs for the transit grants (in the short-range planning section) and the funding for support for those grants was not used in the grant award and where the money went.

Ms. Shackelford said they leave room for contingencies and flexibility. She noted that some of the money can be put towards applying for follow up grants.

Mr. Johnson noted that in the LRTP, he would like to add Goals, Objectives and Measures.

6. RIVANNA RIVER BIKE/PED CROSSING (MINUTE 45:00):

Ms. Shackelford gave an overview the Rivanna River bike/ped crossing meetings that have been convened in the last four months, including maps, feedback, and polls that included crossing locations and bridge design preference.

Members had a discussion about their opinions on which options might work best with pros and cons.

Motion/Action: Motion made Alex Ikefuna to recommend the Chesapeake Street alignment. Jessica Hersh-Ballering seconded the motion. The motion passed with Chuck Proctor, Stephen Johnson, and Taylor Jenkins abstaining.

7. STAFF UPDATES (MINUTE 1:38:00):

Return to In-Person Meetings

Ryan Mickles reported that whenever Charlottesville Council decides to lift the emergency meeting policy, the TJPDC will follow suit.

Smart Scale Project Pipeline

Mr. Proctor noted that pre-applications close on Thursday at 5 p.m. He noted that VDOT is starting to get some of the concepts developed for the MPO.

After realizing an agenda item was skipped, Mr. Stolzenberg asked Mr. Mickles to report on Smart Scale Project Update. Mr. Mickles reported that there were projects the MPO was considering for pre-applications and went on to describe the projects being considered.

OIPI Growth and Accessibility Planning Technical Assistance Grant

Ms. Shackelford said the MPO received a technical assistance grant and would be meeting with the OIPI officials later this week to start looking at the MPO's internal capabilities, to help them develop a project prioritization process customized for the MPO.

9. ROUNDTABLE UPDATES (MINUTE 1:46:10):

Christine Jacobs thanked the committee for their patience as the TJPDC has filled their planner positions. The TJPDC is now advertising for another transportation planner and is hoping to find someone soon.

Chuck Proctor said the public survey on pipeline projects is closed and they had a public stakeholder meeting. VDOT is waiting on response from Albemarle County of both the Pantops and Shadwell projects.

Stephen Johnson said the Jaunt TDP kick off date is this Friday.

Bill Palmer reported that UTS has reconfigured how they do their nighttime service with both a fixed route and expanded on-demand service that seems to be going well.

Juwhan Lee reported that Monday is the Council's second reading for approval to launch the feasibility study for alternative fuel as well as a new administration facility.

Alex Ikefuna reported that Council is moving forward with FY23 projects. He noted that the zoning rewrite for the City is officially underway. It is expected to take 12-14 months to complete.

Jessica Hersh-Ballering reported that the County is also going through its budget process. Starting in April, Board of Supervisors meetings will be hybrid in nature.

10. ADDITIONAL MATTERS FROM THE PUBLIC (MINUTE 1:54:30):

Peter Krebs submitted a question regarding the design type of the Rivanna Bicycle and Pedestrian bridge.

Michael Barnes, VDOT, introduced himself to the committee.

ADJOURNMENT: Mr. Stolzenberg adjourned the meeting at 12:01 a.m.



Unified Planning Work Program (UPWP)

Fiscal Year 2023
July 1, 2022 – June 30, 2023
DRAFT

 *Thomas Jefferson*
Planning District Commission
Charlottesville/Albemarle MPO



 **VDOT**
Virginia Department of Transportation

 **DRPT**
Virginia Department of Rail and Public Transportation

 U.S. Department of Transportation
Federal Highway Administration



Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPDC) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), Jaunt, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

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INTRODUCTION

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2022. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

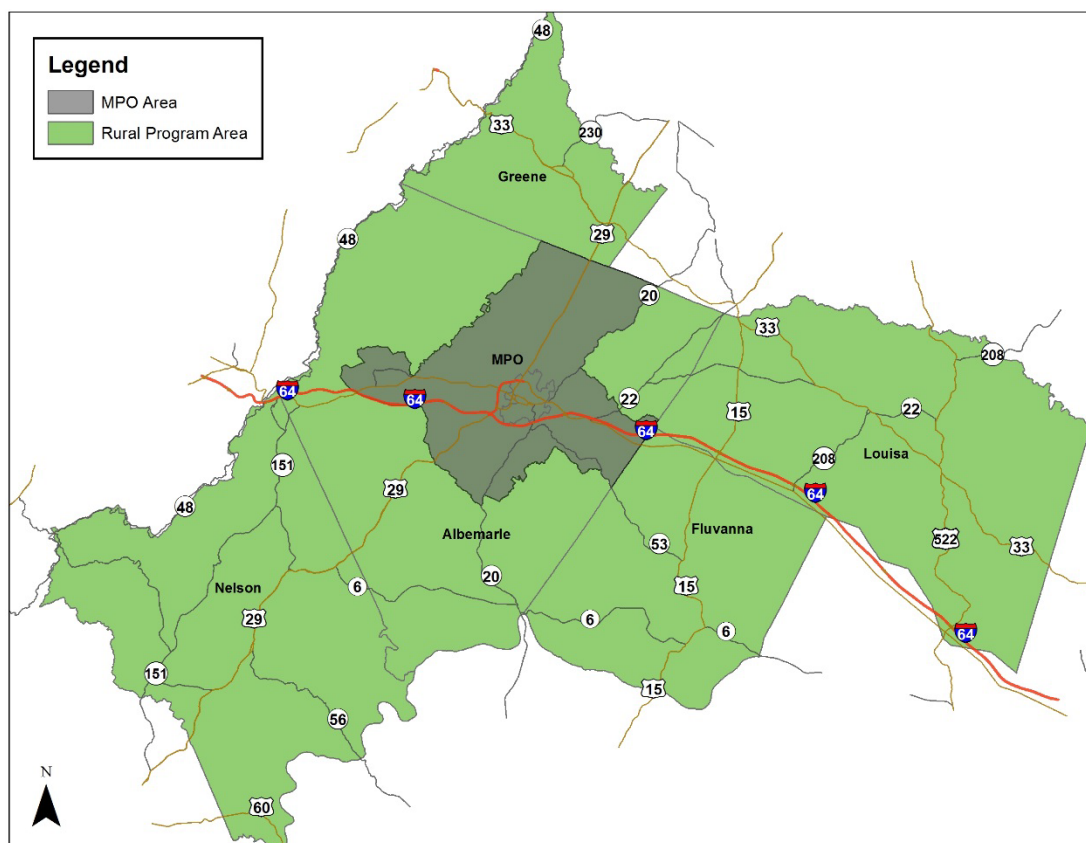
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, County of Albemarle, University of Virginia (UVA), Jaunt, Charlottesville Area Transit (CAT), Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), Jaunt, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (Attachment B).

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, Jaunt, UVA, the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



Relationship of UPWP to Long Range Transportation Planning

The MPO develops its UPWP each spring. It outlines the transportation studies and planning efforts to be conducted during the upcoming fiscal year (July 1 – June 30). The transportation studies and planning efforts outlined in the UPWP are guided by the regional transportation vision, goals, issues, and priorities developed through the extensive long-range planning process. Federal law requires the MPO to address eight basic planning factors in the metropolitan planning process. These eight planning factors are used in the development of any plan or other work of the MPO, including the Work Program, and are as follows:

- *Economic Vitality*: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- *Safety*: Increase the safety of the transportation system for motorized and non-motorized users;
- *Security*: Increase the security of the transportation system for motorized and non-motorized users;
- *Accessibility/Mobility*: Increase the accessibility and mobility of people and freight;
- *Environmental Quality*: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- *Connectivity*: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- *Efficiency*: Promote efficient system management and operation; and,
- *Maintenance*: Emphasize the preservation of the existing transportation system.

MPO Transportation Infrastructure Issues and Priorities

In addition to the eight planning factors identified by FHWA and FTA, the issues listed below (in no particular order) have been identified by the MPO, its transportation planning partners, and the public throughout the metropolitan planning process. These issues are interconnected components of effective regional transportation planning, and collectively create the planning priorities facing the CA-MPO that will be addressed through the Work Program tasks and deliverables.

The following issues call for a need to:

- Expand and enhance transit, transportation demand management strategies including ridesharing services, and parking strategies to provide competitive choices for travel throughout the region;
- Improve mobility and safety for the movement of people and goods in the area transportation system;
- Improve strategies to make the community friendly to bicycles and pedestrians, particularly the mobility and safety of bicyclists and pedestrians, as well as access to transit, rail and transit/rail facilities;
- Take more visible steps to better integrate transportation planning with local government land use plans, with a goal of creating patterns of interconnected transportation networks and long-term multimodal possibilities such as non-vehicular commuter trails, intercity rail, and right-of-way corridors for bus ways;
- Ensure that new transportation networks are designed to minimize negative impacts on the community and its natural environment, and to save money;
- Encourage public involvement and participation, particularly addressing environmental justice and Title VI issues;¹
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation; and,
- Seriously consider budget shortfalls and its impediments to transportation projects and work to tap alternative sources of funding.

Public Participation/Title VI and Environmental Justice

The MPO makes every effort to include minority, low-income, and limited-English speaking populations in transportation planning. Throughout this document there are several tasks that specifically discuss the MPO's efforts to include these populations. In addition to the UPWP, the MPO also maintains a Public Participation Plan and a Title VI/Environmental Justice Plan. Both plans specify that the MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans state that the MPO must make all official documents accessible to all members of our community. The Title VI/Environmental Justice Plan also outlines a complaint process, should a member of these specialized populations feel as though they have been discriminated against. These documents work in tandem with the UPWP to outline the MPO's annual goals and processes for regional transportation planning.

¹ The 1994 Presidential Executive Order directs Federal agencies to identify and address the needs of minority and low-income populations in all programs, policies, and activities.

Funding

Two federal agencies fund the MPO's planning activity. This includes FHWA's funds, labeled as "PL," and FTA, labeled as "FTA." The FHWA funds are administered through VDOT, while FTA funds are administered through the DRPT. Funds are allocated to the TJPDC, to carry out MPO staffing and the 3c's process. The CA-MPO budget consist of 10% local funds, 10% state funds, and 80% federal funds.

VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials "SPR." The total budget for SPR items reflects 80% federal funds and 20% state funds. Attachment A shows the tasks to be performed by VDOT's District Staff, utilizing SPR funds. VDOT's Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance and support for the federally-mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. DRPT staff also participates actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the MPO process.

The following tables provide information about the FY22 Work Program Budget. These tables outline the FY22 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short-Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

FY23 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-23 PL Funding	\$156,046	\$19,505	\$19,506	\$195,057
FY-21 PL Passive Rollover	\$28,370	\$3,546	\$3,546	\$35,462
FY-22 PL Active Rollover	\$56,000	\$7,000	\$7,000	\$70,000
FY-23 PL Total	\$240,416	\$30,051	\$30,052	\$300,519
FY-23 FTA Funding	\$102,026	\$12,754	\$12,754	\$127,534
FY-22 FTA Active Rollover	\$21,330	\$2,666	\$2,666	\$26,662
FY-23 FTA Total	\$123,356	\$15,420	\$15,420	\$154,196
PL+FTA Total	\$363,772	\$45,471	\$45,472	\$454,715
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
Total FY23 Work Program	\$499,772	\$62,471	\$62,472	\$624,715

FY23 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	12.98%	65.27%	21.76%	100%
PL+FTA Total	\$59,000	\$296,789	\$98,926	\$454,715
FY-23 PL Funding	\$37,500	\$108,557	\$49,000	\$195,057
FY-22 PL Active Rollover	\$0	\$35,462	\$0	\$35,462
FY-21 PL Passive Rollover	\$0	\$70,000	\$0	\$70,000
PL Total	\$37,500	\$214,019	\$49,000	\$300,519
FY-23 FTA Funding	\$21,500	\$56,108	\$49,926	\$127,534
FY-22 FTA Active Rollover	\$0	\$26,662	\$0	\$26,662
FTA Total	\$21,500	\$82,770	\$49,926	\$154,196
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
Total FY23 Work Program	\$109,000	\$356,789	\$158,926	\$624,715

Highlights of FY22 UPWP

The CA-MPO conducted several projects and initiatives in FY22. Below are highlights from that year, helping to give context for the FY21 activities.

SMART SCALE

The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY22, CA-MPO staff implemented a new process to increase public engagement opportunities for SMART SCALE projects prior to preparing applications. CA-MPO staff worked with County, City, and VDOT staff to identify project applications early, and conducted an engagement process around one project that was identified as needing additional outreach. CA-MPO staff also coordinated with County, City, and VDOT staff to conduct an information session to share the planned project applications throughout the MPO area with the public and receive preliminary feedback. CA-MPO worked to prepare and submit pre-applications for projects that will be developed into full applications that will be completed in FY23.

North 29 Corridor Study

In FY22, MPO and PDC staff coordinated with VDOT to retain consultants to support an analysis of the northern portion of Route 29 in coordination with the Rural Transportation Work Program. Consultants examined the operation of key intersections throughout the corridor and recommended alternatives that could be implemented to improve operations based on their analysis.

Regional Transit Planning

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY22, staff continued their support of two DRPT grants to study transit service and operations within the MPO region. The feasibility study and implementation plan to expand transit service in Albemarle County was completed, and was successfully leveraged into an application for a demonstration grant to pilot micro-transit services in two areas of Albemarle County. The second study is to develop a Charlottesville Area Regional Transit Vision Plan and is still under development. This projects kicked off in FY21 and will continue into early FY23.

Transportation Improvement Program (TIP)

MPO staff maintained the FY21-FY24 TIP in collaboration with VDOT, DRPT, and the various MPO committees, finalizing the updated plan that was completed by the CA-MPO in FY22.

National Transportation Performance Measures

Performance Based Planning and Programming requirements for transportation planning are laid out in the Moving Ahead for Progress in the 21st century (MAP-21), enacted in 2012 and reinforced in the 2015 FAST Act, which calls for states and MPOs to adopt targets for national performance measures. Each MPO adopts targets for a set of performance measures, in coordination with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transit (DRPT), and these measures are used to help in the

prioritization of TIP and Long-Range Transportation Plan projects. In FY22, the MPO Policy Board voted to support the statewide safety targets, which are reviewed every year.

Long Range Transportation Plan Scoping

MPO Staff began developing the scope for the next update to the Long Range Transportation Plan which will be undertaken beginning in FY23. As part of this scoping process, staff was able to successfully apply and be awarded a Growth and Accessibility Planning Technical Assistance grant through the Office of Intermodal Planning and Investment to develop a project prioritization process to incorporate into the process of developing the plan.

Title VI/Public Participation

In FY22, MPO Staff updated the Title VI plan in conformance with feedback received from VDOT. In FY23, staff will work to implement to new policies and processes that were identified as being required in that plan.

FY23 UPWP Activities by Task

Task 1: Administration

Total Funding: \$59,000

PL Funding: \$37,500

FTA Funding: \$21,500

A) Reporting and Compliance with Regulations

PL Funding: \$14,000

FTA Funding: \$8,000

There are several reports and documents that the MPO is required to prepare or maintain, including:

- FY23 Unified Planning Work Program Implementation;
- FY24 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPD staff will also provide for the use of legal counsel, accounting and audit services for administering federal and state contracts.

End Products:

- Complete annual Unified Planning Work Program (UPWP) process;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

PL Funding: \$14,000

FTA Funding: \$8,000

TJPD staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

- MPO Policy Board;
- MPO Technical Committee;
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

End Products:

- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings; and,
- Maintain committee information on the TJPD/MPO Website.

C) Information Sharing

PL Funding: \$9,500

FTA Funding: \$5,500

The MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. MPO staff will provide data and maps to State and Federal agencies, localities and the public, as needed. Staff will also contribute articles to TJPDC's newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional and State efforts with special studies, projects and programs. One ongoing project is a regional housing analysis that will include use of transportation data around housing centers and travel time to key destinations. Staff will also conduct ongoing intergovernmental discussions; coordinate transportation projects; and attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit and environmental topics.

End Products:

- Continue to review and update facts and figures;
- Provide technical data, maps and reports to planning partners;
- Attend local planning commission meetings as needed;
- Attend City Council and Board of Supervisors meetings as needed;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Analyze available data to identify whether MPO boundaries may expand into additional counties after the 2020 census;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.
- Maintain the TJPDC's social media; and,
- Maintain the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: \$296,789

PL Funding: \$214,019

FTA Funding: \$82,770

A) 2050 Long Range Transportation Plan

PL Funding: \$161,335

FTA Funding: \$33,000

The CA-MPO will begin its development of the 2050 Long Range Transportation Plan (LRTP) in FY23. CA-MPO is planning to utilize rollover funding from FY21 and FY22 to procure a

consultant to support the development of the plan. In addition, CA-MPO staff was able to successfully apply for and receive a technical assistance grant through the Office of Intermodal Planning and Investment (OIPI) to support the development of a project prioritization process to be incorporated into the plan methodology. The development of the LRTP is anticipated to take two years.

End Products:

- Complete the existing conditions analysis to update area demographic data, understand transportation network operations and deficiencies, and compile existing studies and plans that have been completed within the MPO region since the previous LRTP;
- Collaborate with MPO stakeholders to review existing transportation system goals/objectives/measures and revise as needed;
- Develop a public engagement strategy and process to be implemented during the plan update;
- Develop a Scope of Work for consultant support, and procure consultants;
- And continue to work with the OIPI-procured technical consultants to develop a project prioritization process to be incorporated into the project prioritization process.

B) OneMap – Regional Bicycle and Pedestrian Infrastructure Map

PL Funding: \$20,000

FTA Funding: \$8,108

The OneMap project is an initiative that was identified during the development of the Jefferson Area Bicycle and Pedestrian Plan adopted in 2019. The purpose of OneMap is to develop a shared naming system for bicycle and pedestrian infrastructure, agreed upon definitions, and mapping format to develop a singular regional map showing all of the bicycle and pedestrian transportation infrastructure throughout the MPO region, including infrastructure in Albemarle County, the City of Charlottesville, and UVA. Developing OneMap has been taken up by both Charlottesville and Albemarle GIS and planning staff at different points since its original conception, but has lacked dedicated resources to complete.

End Products:

- An assessment of data to-date that has been compiled by localities and UVA;
- The compilation of all data into a uniformed format;
- Ongoing coordination meetings to determine purpose and goals for use of OneMap information;
- Processes to regularly update the information included in OneMap; and
- The development of a strategy for sharing the OneMap information either publicly or with stakeholders for ongoing use.

C) CA-MPO Boundary Analysis

PL Funding: \$14,684

FTA Funding: \$7,000

The 2020 Census data necessitates a need to review the MPO boundary and determine if any adjustments need to be made based on the most recent data and potential changes in rule-making for how MPO boundaries are determined. Staff will analyze the population data to determine if activity since the previous census merits adjustments to the MPO boundaries, meet with stakeholders to determine stakeholder preferences for adjustments if merited, and provide any

needed documentation to the Governor's office for consideration.

End Products:

- A map of the eligible boundary area based on 2020 Census data;
- A report summarizing a request to change the MPO boundaries, if merited by a review of data;
- Updates with the MPO Committees with findings;
- Coordination meetings with stakeholders if adjustments are merited;
- Formal request for action from the Governor's Office; and
- Any revisions to policies or by-laws needed based on outcomes from the boundary analysis.

D) Transit Governance Study

PL Funding: \$0

FY23 FTA Funding: \$5,000

FY22 Rollover FTA Funding: \$26,662

The Thomas Jefferson Planning District Commission applied for a Technical Assistance grant from the Department of Rail and Public Transportation to conduct a governance study of the regional transit system. The governance study follows the completion of the Regional Transit Vision Plan and is intended to provide recommendations on the appropriate governance structure needed to implement the recommendations identified during the visioning process.

End Products:

- A review of the existing transit agencies and operations that participate in the regional transit system in the Thomas Jefferson Planning District;
- A review of the existing Regional Transit Authority legislation and an analysis of its strengths and weaknesses;
- A review of funding opportunities and recommended funding scenarios to support the implementation of recommendations identified in the Regional Transit Vision Plan; and
- Alternative governance structures that could be developed to oversee the implementation of recommendations identified as part of the regional transit visioning process.

E) On-call Services

PL Funding: \$18,000

FTA Funding: \$3,000

MPO, VDOT, and local staff will be available to conduct transportation studies, data collection, and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements. MPO staff will also undertake the development of an on-call consultant program to provide efficient access to technical consultants as needed.

- Transportation study or planning effort, as requested, that can be used as a basis for implementing short-term and long-term transportation solutions; and
- Development of desired services that an on-call consultant program can provide; and
- A contract or contracts with consultant(s) procured to provide on-call services to the

MPO, TJPDC, and/or partner localities.

Task 3: Short Range Planning

Total Funding: \$98,926

PL Funding: \$49,000

FTA Funding: \$49,926

A) Transportation Improvement Program (TIP)

PL Funding: \$18,000

FTA Funding: \$7,000

There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. In fact, any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions include: implementing agency; location/service area; cost estimates; funding sources; funding amounts actual or scheduled for allocation; type of improvement, and; other information, including a required overall financial plan.

The TIP is updated every three years, and this fiscal year, MPO staff will need to prepare the FY24-FY27 TIP to be adopted by the Policy Board in FY23.

End Products:

- Process the Annual Obligation Report;
- Process TIP amendments and adjustments;
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations; and
- Prepare the FY24-FY27 TIP for adoption by the Policy Board.

B) SMART SCALE Planning and Support

PL Funding: \$15,000

FTA Funding: \$12,000

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. In FY22, MPO staff conducted robust stakeholder and public engagement on one SMART SCALE project that was identified by the MPO Policy Board and prepared pre-applications for projects to be submitted in SMART SCALE Round 5. In FY23, staff will develop final applications for the MPO and TJPDC projects within the MPO region.

End Products:

- Gather information needed for SMART SCALE final applications;
- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications;
- Submit final funding applications;
- Review performance of applications submitted in Round 5 and review projects for consideration in Round 6; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

C) Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Bike/Ped Support

PL Funding: \$4,000

FTA Funding: \$8,500

The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. The RTP has been established to provide a venue for continued communication, coordination, and collaboration between transit providers, localities and citizens. These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM has been, and will continue to be, included in the long-range transportation planning process.

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville, Albemarle County, UVA and with the rural localities;
- Continue to assess the need for a Regional Transit Authority; and
- Per the Strategic Plan, integrate TDM into all MPO recommendations and projects.

D) Performance Targets

PL Funding: \$2,000

FTA Funding: \$1,000

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set targets for their regions based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety and performance targets adopted.

End Products:

- Prepare workbook and background materials for MPO committees and Policy Board to review;
- Facilitate discussion of performance targets with the MPO committees and Policy Board;
- Complete all documentation notifying the state of the adopted safety and performance targets; and
- Update the TIP when the FY23 safety and performance targets are adopted.

E) Regional Transit and Rail Planning

PL Funding: \$0

FTA Funding: \$5,000

MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners, including projects focusing on transportation

system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements.

End Products:

- Provide technical support and staffing to ensure the successful completion of two grants awarded by DRPT: the completion of the Regional Transit Visioning Plan and the Regional Transit Governance Study, if awarded; and
- Prepare and submit planning and implementation grant applications for transit and rail projects as opportunities are identified.

F) CTAC, Public Participation, and Title VI

PL Funding: \$10,000

FTA Funding: \$16,426

TJPD staff will participate in and help develop community events and educational forums such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations, including maintenance and implementation of the agency Title VI Plan. The TJPD will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:

- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- Develop programs to better inform the public about transportation planning and project development;
- Demonstrate responsiveness to public input received during transportation planning processes;
- Review Title VI/Environmental Justice Plan as needed;
- Review Public Participation Plan as needed;
- Implement processes in compliance with Title VI Plan, Environmental Justice Plan, and Public Participation Plan;
- Review information on website for accessibility and understandability;
- Continue to investigate methods to increase participation from historically underserved communities;
- Provide proper and adequate notice of public participation activities; and
- Provide reasonable access to information about transportation issues and processes in paper and electronic media.

Task 4: Contracted Projects and Studies

A) Coordinate and support the following projects:

- If awarded, coordinate, manage, and implement the Regional Transit Governance Study for the CAMPO and TJPDC region.
- Coordinate, manage, and implement the completion of the Regional Transit Visioning Plan for the CAMPO and TJPDC region, which will be completed early in FY 23.

B) Explore opportunities for contracted project and studies.

Topical areas may include:

- Environmental impacts of the local transportation system and mitigation strategies.
- Improving coordination with locality staff and elected officials.
- Implementing recommendations from the Albemarle Service Expansion Feasibility Study.

CA-MPO in FY23

Along with ongoing, required MPO tasks, staff anticipates work on the following efforts, some of which will carry-over from FY22.

SMART SCALE

- Explore ways to improve the success of funding for projects
- Strengthen applications submitted in Round 5 for final submission
- Monitor any changes and updates to the SMART SCALE process
- Integrate any changes in State process into MPO and local projects to strengthen funding applications

LRTP 2045

- Conduct annual review of Plan and performance targets as set forth in MAP-21
- Continue to coordinate procedures and efforts with neighboring MPOs

MPO Boundary Adjustment

- Follow outcomes from the 2020 Census and prepare for discussions regarding adjustments to the CA-MPO boundaries.

Other Studies

- Assess connections with other regions and MPOs
- Continue evaluation of the region's transit network and participate in creation of the transit strategic plan

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 24th, 2022
- Final Approval May 25th, 2022

Online Posting

Posted as part of MPO meeting agenda for March 24th, 2022

Posted on TJPDC.org: May 2nd, 2022 for 15 day public comment period

State Review

Draft submittal for VDOT review/comment: March 7th, 2022

Draft submittal for DRPT review/comment: March 7th, 2022

Review of Final FY23 UPWP

MPO Technical Committee: May 17th, 2022

Citizen Transportation Advisory Committee (CTAC): May 18th, 2022

MPO Policy Board: May 25^h, 2022

Glossary of Acronyms

The following transportation-related acronyms are used in this document:

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission

TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
Work Program	Unified Planning Work Program (also referred to as UPWP)

Appendix

Attachment A: Tasks Performed by VDOT

Attachment B: Memorandum of Understanding (2019)

Attachment C: FTA Section 5303/PL Funding Breakdown

Attachment D: Resolution

ATTACHMENT – A (PLACEHOLDER)

Charlottesville/Albemarle Urbanized Area
FY-2023 Unified Planning Work Program
VDOT Input

State Planning and Research (SPR) Funds Available

\$ TBD

**MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES
FOR THE CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING
AREA**

This agreement is made and entered into as of _____, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State, the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO; and the City of Charlottesville, the Charlottesville Area Transit Service, Albemarle County and JAUNT, Inc. hereinafter referred to as the Public Transportation Providers; and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at [23 CFR 450 Subpart C](#), and

WHEREAS, the regulations at [23 CFR 450.314](#) direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Provider, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Charlottesville-Albemarle metropolitan area. It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

Article 1

Planning and Modeling Boundaries

The MPO is responsible as the lead for coordinating transportation planning and programming in the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the City of Charlottesville and a portion of Albemarle County. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the contiguous geographic area expected to become urbanized within the 20 year long range plan forecast period. The boundaries will be reviewed by the MPO and the State at least after

each Census decennial update, to adjust the MPA boundaries as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 49 CFR 613, and the latest applicable metropolitan planning funding agreement with the State for the metropolitan planning area. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

Article 2

MPO Structure & Committees

The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the MPO Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and MPO Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or the procedure of the MPO.

(A) The Policy Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based Constrained Long Range Transportation Plan (CLRP); and
- the performance-based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with federal law and regulations that are applicable to the MPO metropolitan planning area; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPO region [450.314]; and
- the Public Participation Plan

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the federal metropolitan planning factors consistent with 23 CFR 450.306. The Policy Board and the MPO will comply and certify compliance with applicable federal requirements as required by [23 CFR 450.336](#), The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act requirements which affect public bodies under the Code of Virginia at [2.2-3700 et sequel](#).

Voting membership of the Policy Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- One representative participating on behalf of the State appointed by the Commonwealth of Virginia Secretary of Transportation, and
- Locally elected officials representing each County, independent City, Town or other appropriate representation within the metropolitan transportation planning area.

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO's website with contact information.

(B) The MPO Technical Committee provides technical review, supervision and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. This committee consists of the designated technical staff of the Policy Board members, plus other interests deemed necessary and approved by the Policy Board. The designated voting and nonvoting membership of the MPO Technical Committee will be updated by the Policy Board, and will be identified online with contact information.

(C) Regular Meetings – The Policy Board and MPO Technical Committee shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO's website and all meetings shall be open to the public. Any meetings and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

Article 3

Unified Planning Work Program (UPWP)

Transportation planning activities anticipated within the Charlottesville-Albemarle Metropolitan Planning Area during the next one or two year period shall be documented and prepared annually by the Staff and the MPO Technical Committee in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in

transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board according to the same, full procedure as the initial UPWP.

Article 4

Participation Plan

The Policy Board shall adopt and maintain a formal, written Public Participation Plan. The Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised participation plan procedures shall undergo a minimum 45 day draft public review and comment period. The Participation Plan will be published and available on the MPO's website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or federal public lands regarding other planning activities, thereby ensuring compliance with all sections of [23 CFR 450.316](#). The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

Article 5

Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the financially Constrained Long-Range Plan (CLRP)

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transportation Provider(s). The CLRP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR 450.316 and in accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

The State shall assist the MPO and Public Transportation Provider(s) in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any federally funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State and the Public Transportation Provider(s), assisted by the state, shall provide the MPO a list of project, program, or grouped obligations by year and phase for all the State and the public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of fiscal constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

Article 6

Financial Planning and Programming, and Obligations

The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.324) and program (23 CFR 450.326), as well as the development of the annual listing of obligated projects (23 CFR 450.334).

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR 450.324 and 450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues

for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the federal aid highways and public transportation. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report

Within 90 days after the close of the federal fiscal year the State and the Public Transportation Provider(s) shall provide the MPO with information for an Annual Obligation Report (AOR). This report shall contain a listing of projects for which federal highway and/or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the AOR in accordance with the MPO's public participation plan criteria for the TIP.

Article 7

Performance-Based Metropolitan Planning Process Responsibilities

The MPO

The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region's metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO's performance based planning activities in the MPO UPWP.

Attachment B: Memorandum of Understanding

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the state(s) and Public Transit Provider(s) of whether the MPO: 1) has selected “to contribute toward the accomplishment” of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the Public Transportation Provider(s) or the MPO for use in the MPO’s planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects “to contribute toward the accomplishment” of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO’s metropolitan planning area in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area’s performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO’s

transportation performance targets, recent performance history and status will be identified and considered by the MPO's Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The MPO CLRP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the MPO's Technical Committee recommendation of the draft MPO long range plan or draft TIP.

The State

Distinct from the roles of the metropolitan Public Transportation Provider(s) with federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in federal highway related performance measure analyses to inform the development of appropriate federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia's MPO metropolitan planning areas, as applicable. The findings of the State's highway performance analyses will inform the development or update of statewide targets.

Information regarding proposed statewide targets for highway safety and non-safety federal performance measures will be presented to the Commonwealth Transportation Board (CTB) at the CTB's public meetings and related documents, including, but not limited to, presentations and resolutions, will be made publicly available on the CTB website. The MPO and Public Transportation Provider(s) shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target

adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the State shall make publicly available the latest statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.

The Public Transportation Provider(s)

For the metropolitan areas, Public Transportation Providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Provider(s) to ensure consistency with the performance targets that Public Transportation Providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA's National Transit Database consistent with FTA's deadlines based upon the applicable Public Transportation Provider's fiscal year. The Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate, as appropriate, to adequately inform and enable the MPO(s) to establish and/or update metropolitan planning area transit target(s) no later than 180 days thereafter, as required by performance-based planning process.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.



Chair
Charlottesville-Albemarle
Metropolitan Planning Organization

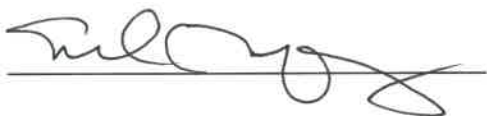
WITNESS BY 

DATE 7/25/18

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____

DATE _____



City Manager
City of Charlottesville for
Charlottesville Area Transit

WITNESS BY 

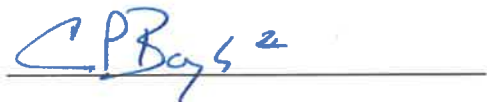
DATE 1/2/2019



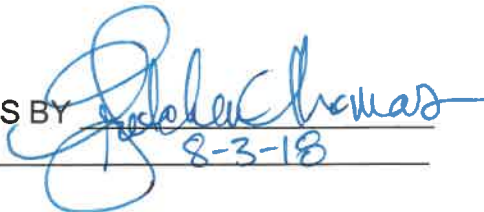
Executive Director
Jaunt, Inc.

WITNESS BY 

DATE 12/10/2018



Executive Director
Thomas Jefferson
Planning District Commission

WITNESS BY 

DATE 8-3-18



County Executive
Albemarle County

WITNESS BY Cheryl Dixon
DATE 12/17/2018

Attachment C: FTA Section 5303 and PL Funding Breakdown

FY23			
	PL	FTA	Total
Task 1: Administration	\$37,500	\$21,500	\$59,000
Reporting and Compliance with Regulations	\$14,000	\$8,000	\$22,000
Staffing Committees	\$14,000	\$8,000	\$22,000
Information Sharing	\$9,500	\$5,500	\$15,000
Task 2: Long Range Transportation Planning	\$214,019	\$82,770	\$296,789
2050 LRTP	\$161,335	\$33,000	\$194,335
OneMap	\$20,000	\$8,108	\$28,108
MPO Boundary Analysis	\$14,684	\$7,000	\$21,684
Transit Governance Study	\$0	\$31,662	\$31,662
On-call Services	\$18,000	\$3,000	\$21,000
Task 3: Short Range Transportation Planning	\$49,000	\$49,926	\$98,926
TIP	\$18,000	\$7,000	\$25,000
SMART SCALE	\$15,000	\$12,000	\$27,000
RTP, TDM, and Bike/Ped Support	\$4,000	\$8,500	\$12,500
Performance Targets	\$2,000	\$1,000	\$3,000
Regional Transit & Rail Planning	\$0	\$5,000	\$5,000
CTAC/Public Outreach/Title VI	\$10,000	\$16,426	\$26,426
TOTAL	\$300,519	\$154,196	\$454,715



Charlottesville-Albemarle Metropolitan Planning Organization

POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

Resolution of Approval for the CA-MPO's Fiscal Year 2023 Unified Planning Work Program (UPWP)

WHEREAS, The Unified Planning Work Program (UPWP) provides a mechanism for coordinating transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA); and

WHEREAS, the CA-MPO provides a forum for conducting a continuing, comprehensive, and coordinated (3-C) transportation decision-making process among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials; and

WHEREAS, the UPWP identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2023; and

WHEREAS, the MPO Technical Committee reviewed the draft UPWP at their regular meeting, on May 17th, 2022; and

WHEREAS, the Citizen Transportation Advisory Committee (CTAC) reviewed the draft UPWP at their regular meeting, on May 18th, 2022; and

WHEREAS, staff from the Virginia Department of Transportation (VDOT) and Department of Rail and Public Transportation (DRPT) reviewed and provided amendments to the draft UPWP; and

WHEREAS, the draft UPWP was posted on the CA-MPO website and the public was provided with an opportunity to comment on the plan consistent with the Public Engagement Plan adopted on July 28th, 2021.

NOW, THEREFORE BE IT RESOLVED that the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) approves the Fiscal Year 2023 Unified Planning Work Program and associated budget.

Adopted this 25th day of May, 2022 by the Charlottesville-Albemarle Metropolitan Planning Organization.

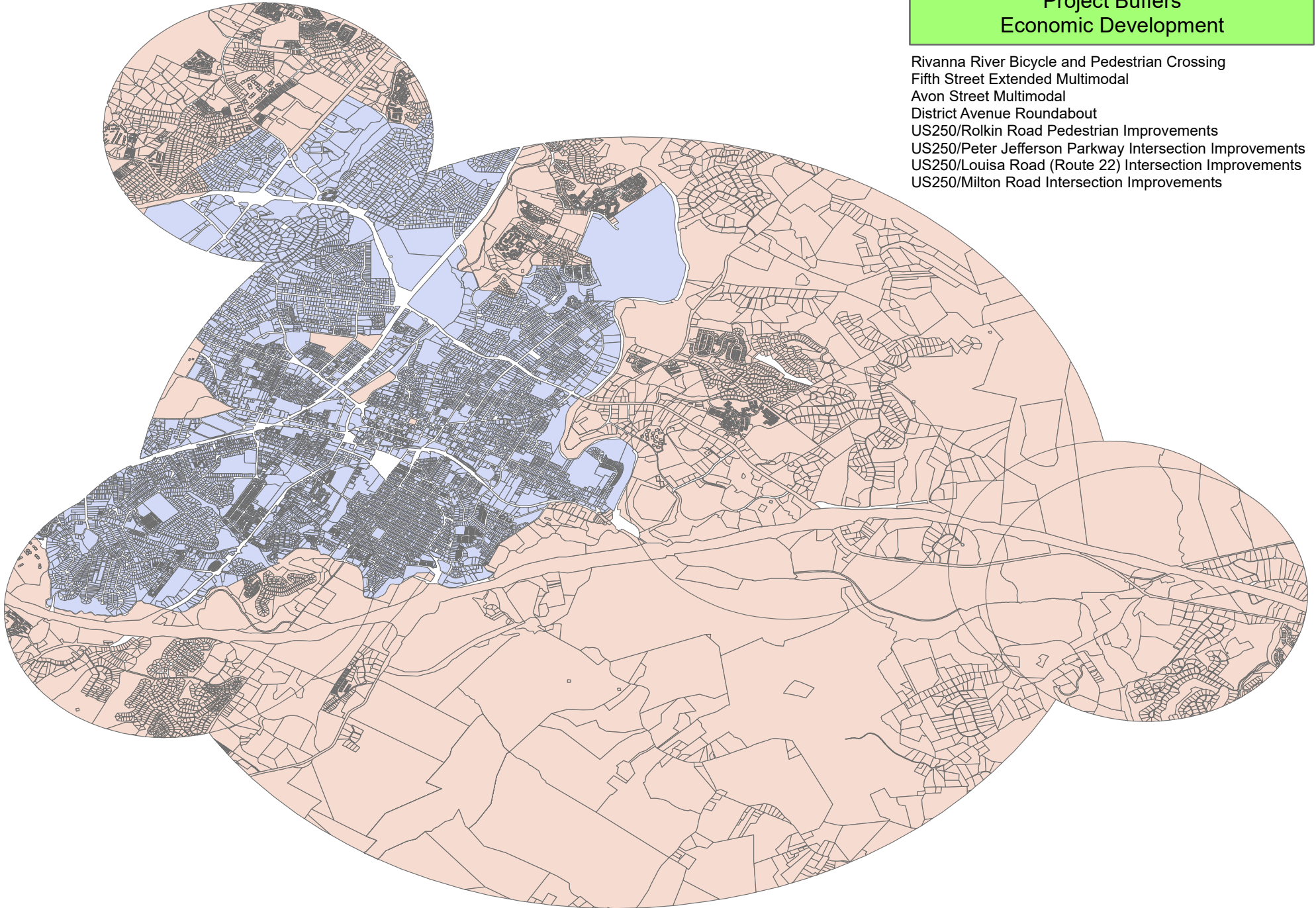
ATTESTED:

Ned Gallaway
Chair
Charlottesville-Albemarle MPO

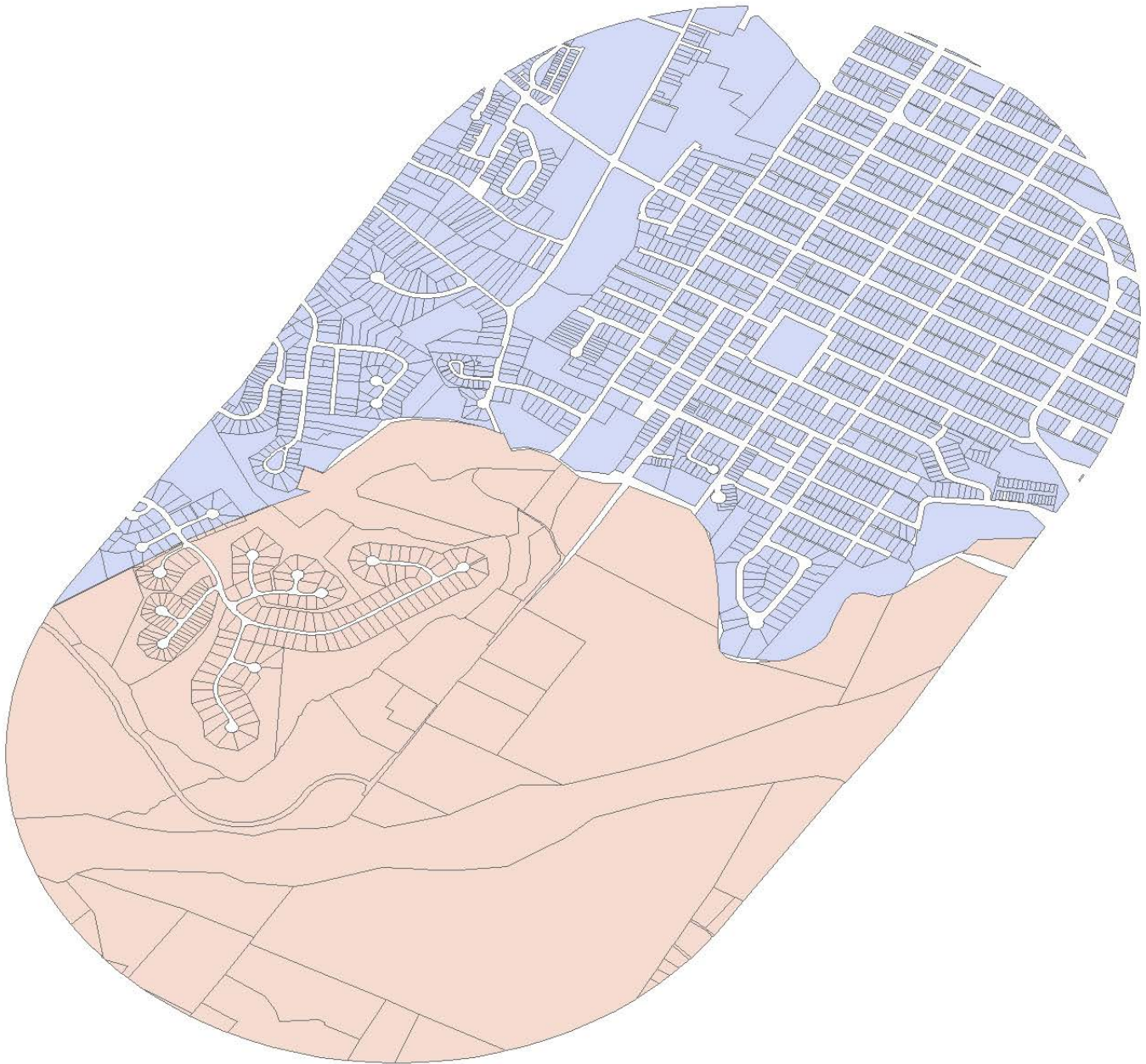
Christine Jacobs
Executive Director
Charlottesville-Albemarle MPO

SMART SCALE Round 5 Project Buffers Economic Development

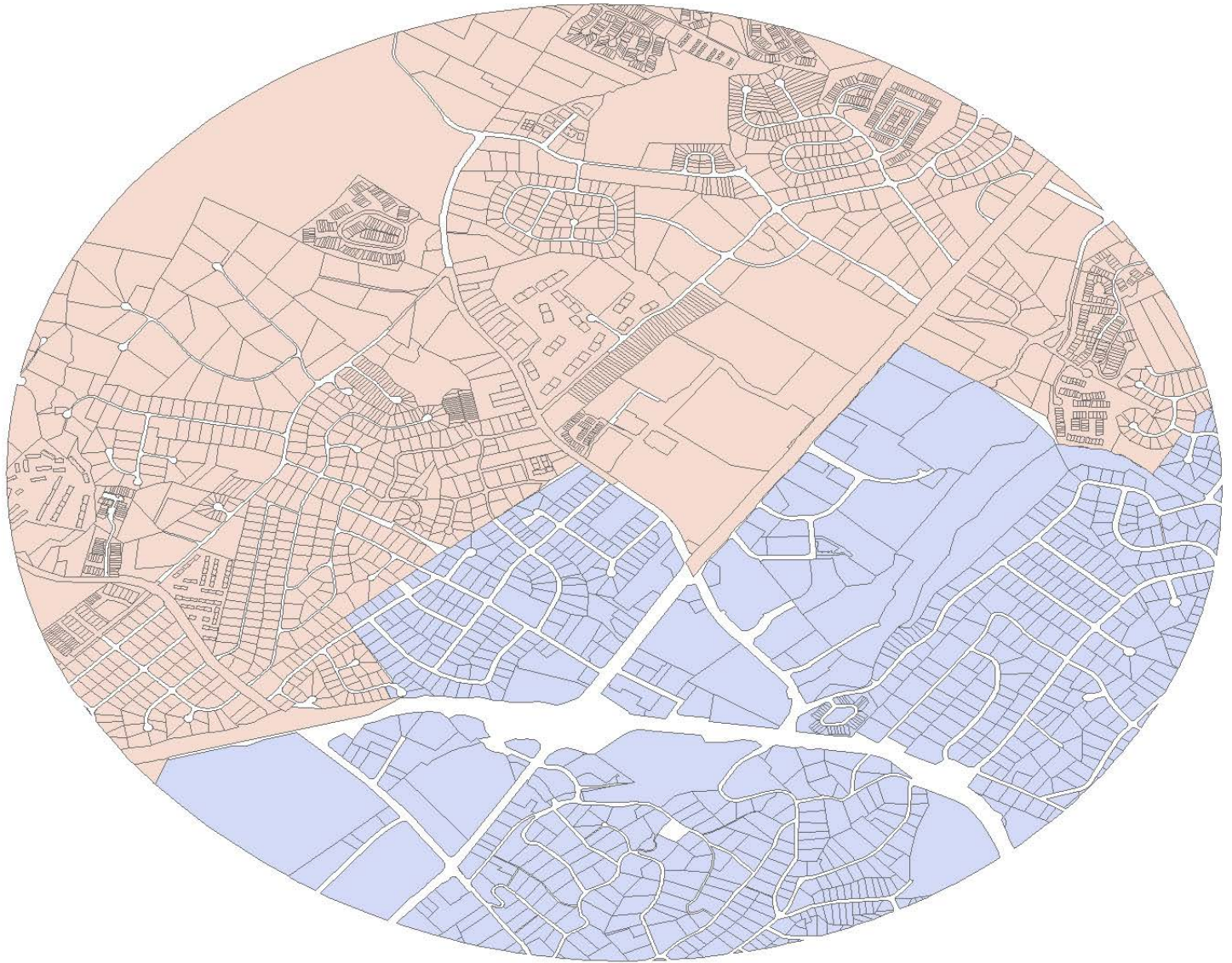
Rivanna River Bicycle and Pedestrian Crossing
Fifth Street Extended Multimodal
Avon Street Multimodal
District Avenue Roundabout
US250/Rolkin Road Pedestrian Improvements
US250/Peter Jefferson Parkway Intersection Improvements
US250/Louisa Road (Route 22) Intersection Improvements
US250/Milton Road Intersection Improvements



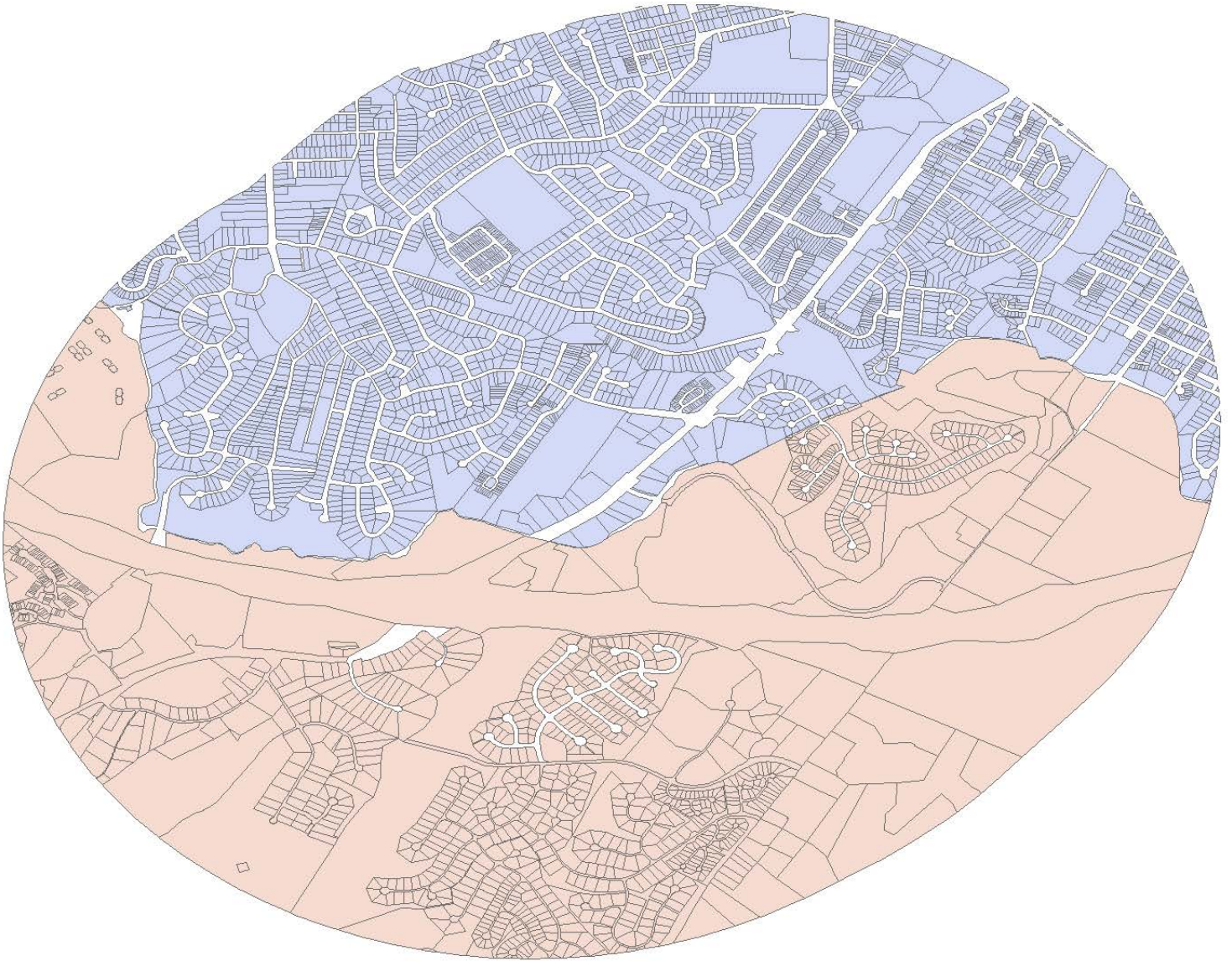
Avon Street Multimodal
0.5 Mile Buffer



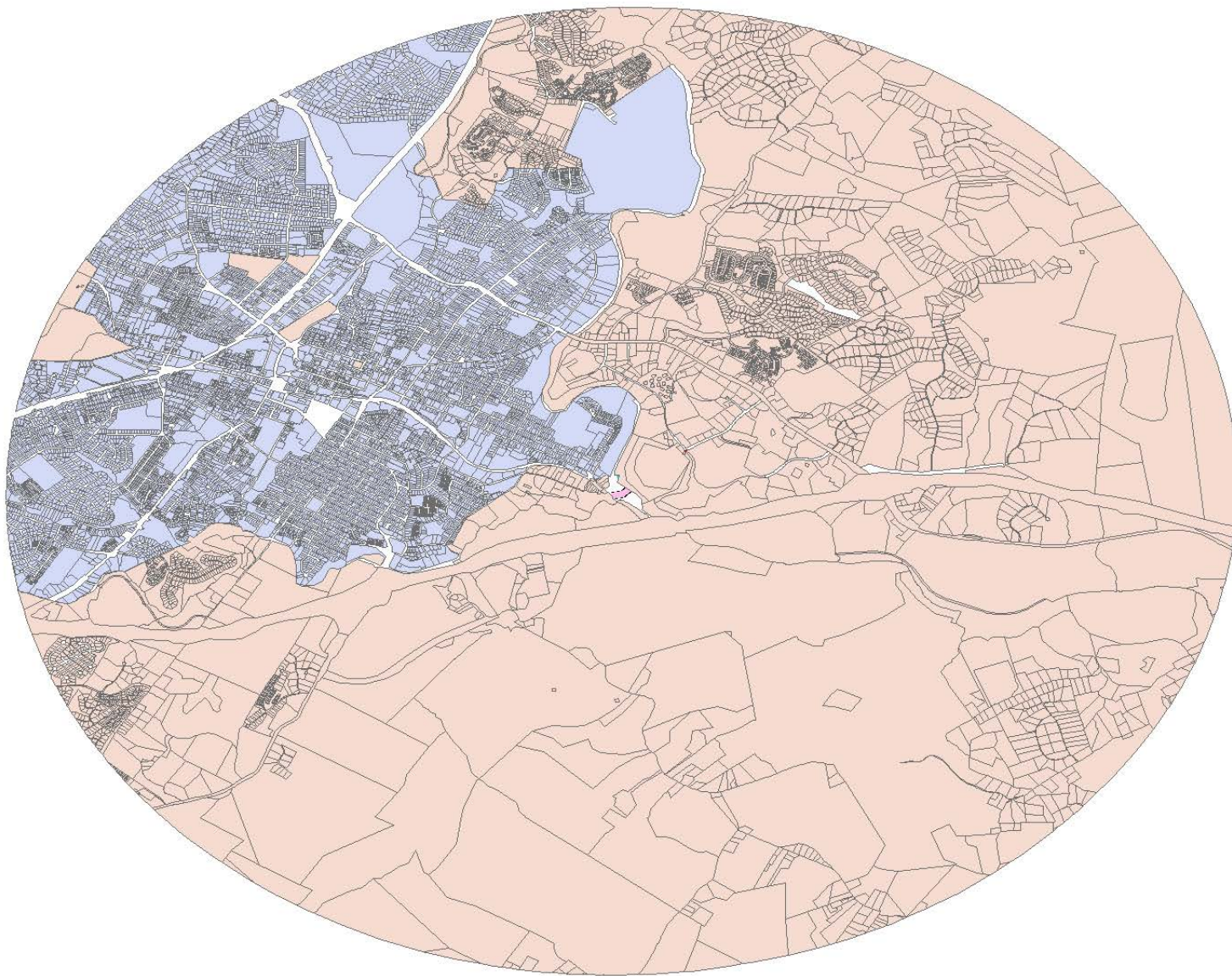
District Ave Roundabout
1 Mile Buffer



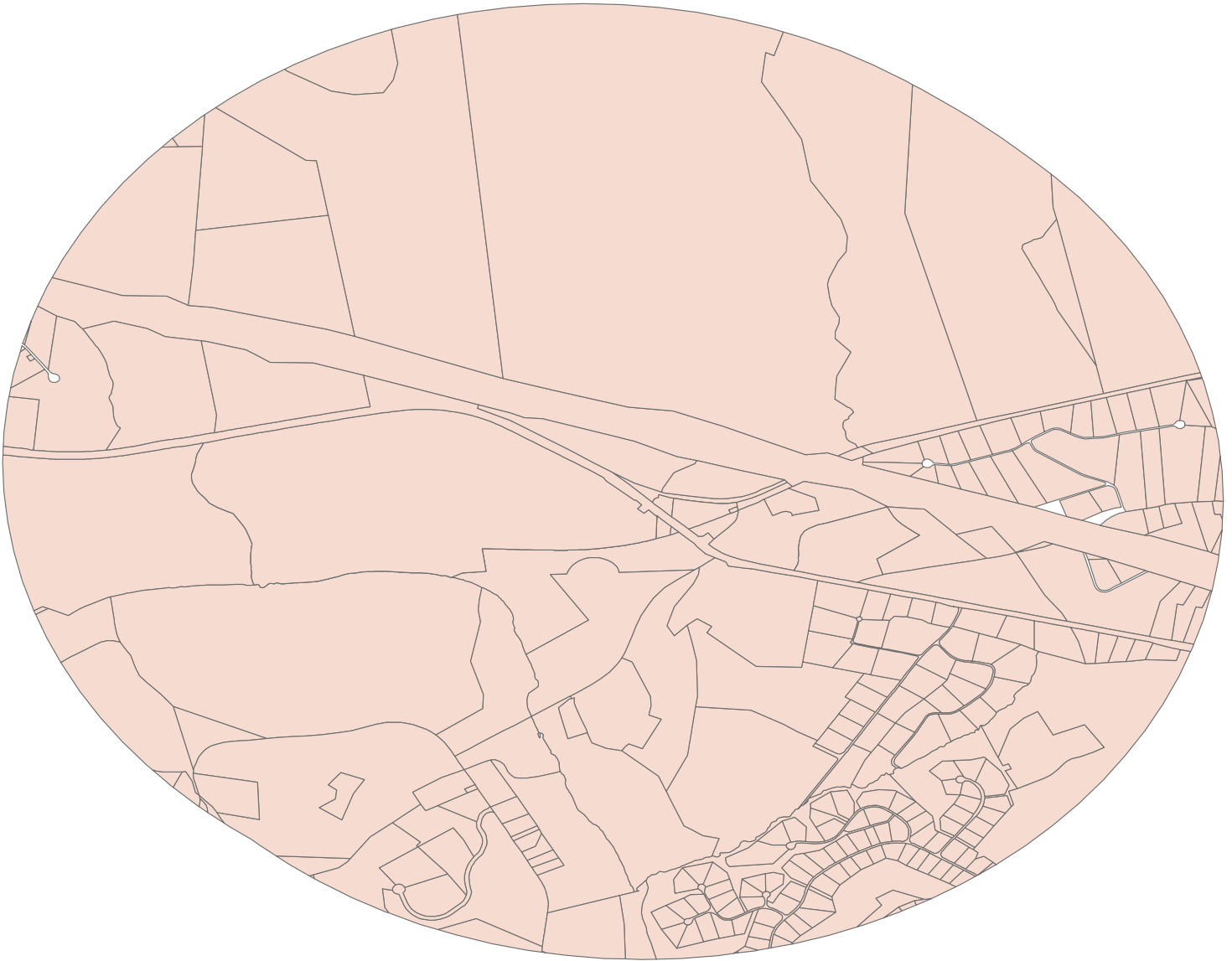
Fifth Street Ext Multimodal
1 Mile Buffer



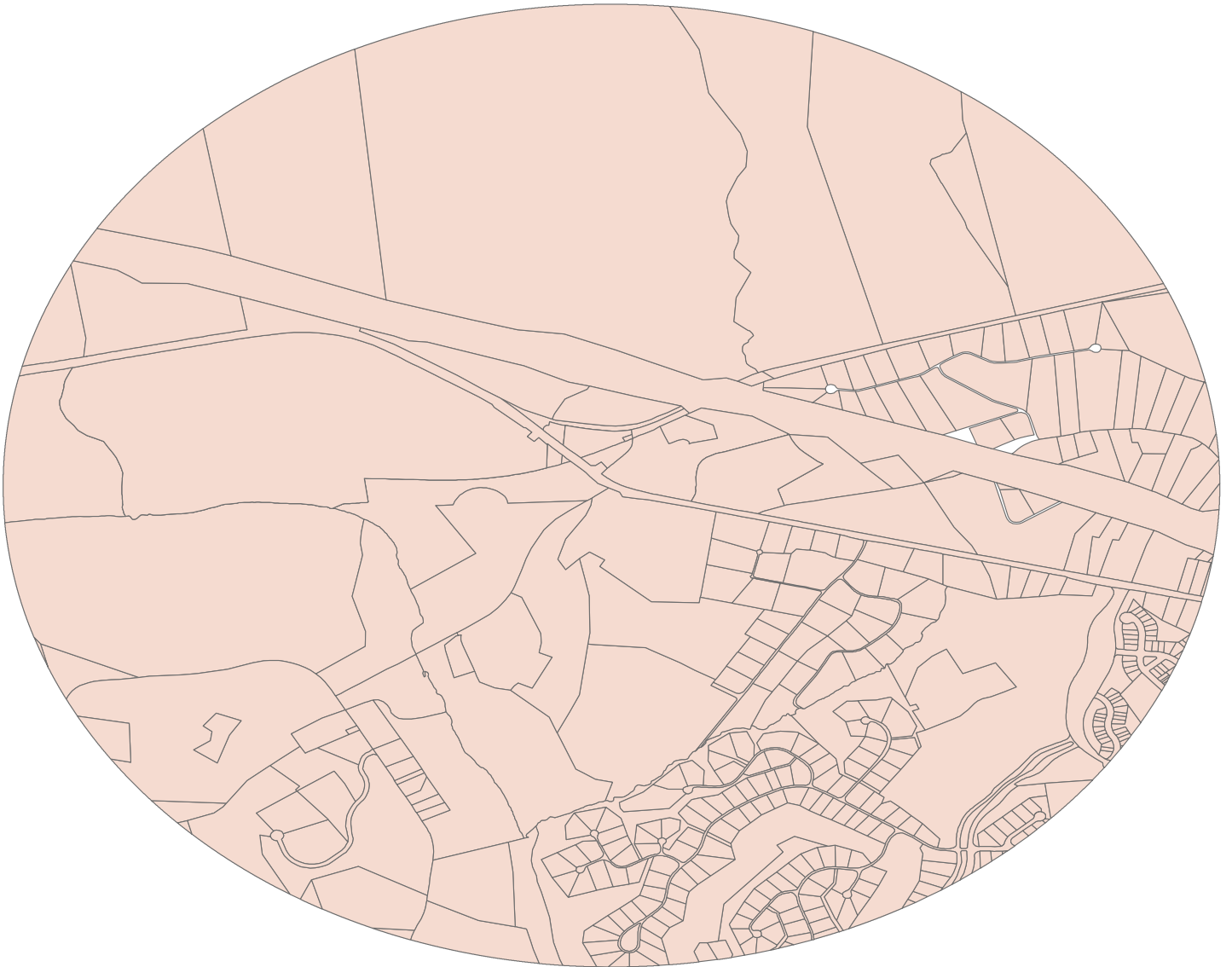
Rivanna River Bike-Ped Bridge Crossing
3 Mile Buffer



250/Louisa
1 Mile Buffer



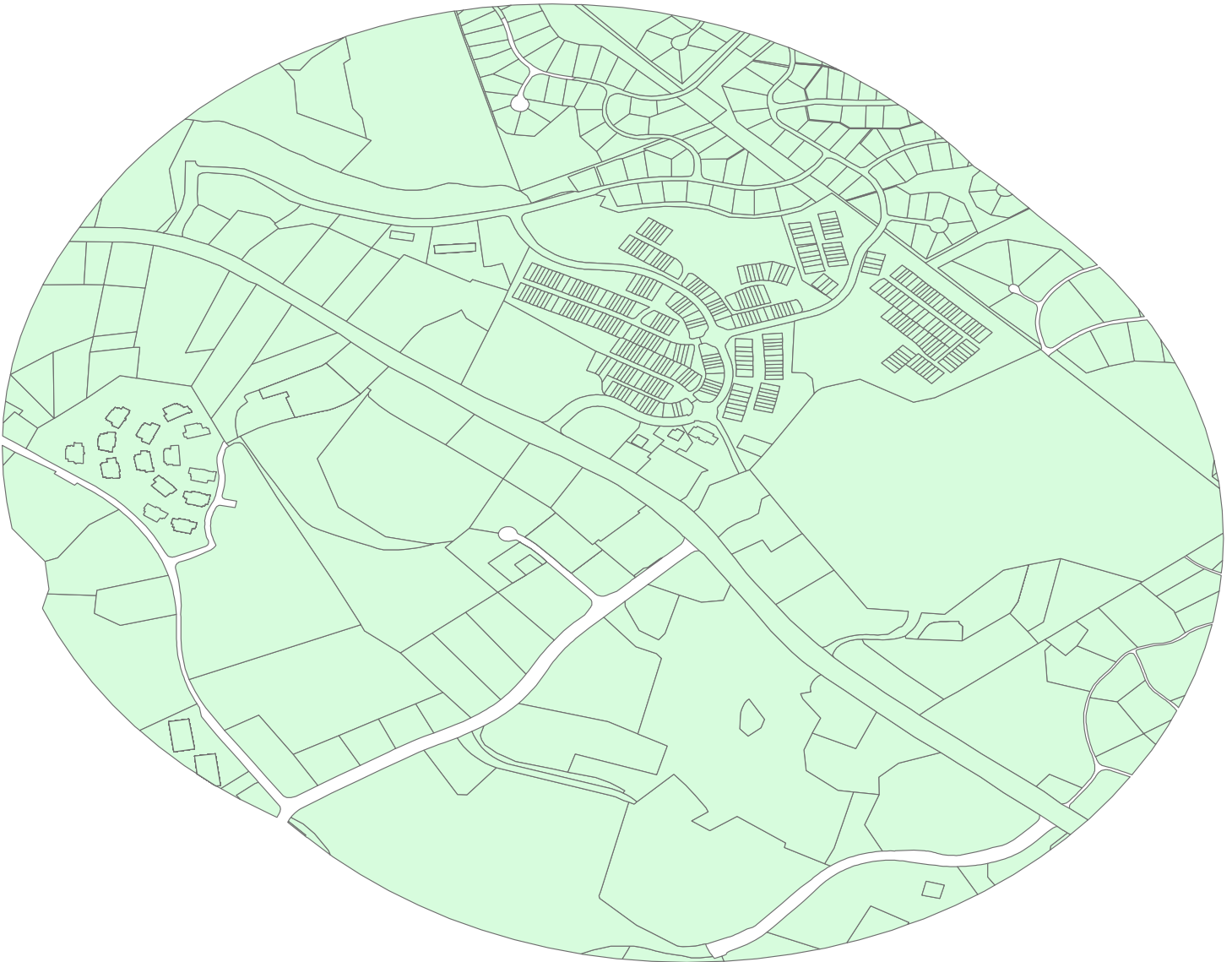
250/Milton
1 Mile Buffer



250/PeterJefferson
1 Mile Buffer



250/Rolkin
0.5 Mile Buffer



**RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE (HB2)
APPLICATIONS REQUESTING TRANSPORTATION FUNDING BY LOCALITIES**

WHEREAS, the Charlottesville-Albemarle Metropolitan Planning Organization (MPO), in cooperation with the Virginia Department of Transportation and the Thomas Jefferson Planning District Commission, completed a comprehensive Long Range Transportation Plan (LRTP) in May, 2019; and

WHEREAS, the 2045 LRTP includes the following transportation improvements; and

WHEREAS, the MPO Policy Board has identified transportation projects which are critical to improve safe and efficient movement of people and goods along public roadways in the Charlottesville-Albemarle Metropolitan area; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (“HB2”) now titled “Smart Scale”, which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of June 17, 2015 approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with Smart Scale; and

WHEREAS, many of the transportation projects identified by the MPO meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of the Metropolitan Transportation Planning Area of Charlottesville-Albemarle, for the MPO, the City of Charlottesville and Albemarle County to submit HB2 applications requesting state funding for eligible transportation projects.

NOW, THEREFORE, BE IT RESOLVED that the Policy Board of the MPO fully endorses the submission of a Smart Scale application requesting funding for the following transportation projects:

Being Submitted by the CA-MPO

1. Avon Street Multimodal Improvements
2. District Avenue Roundabout
3. Fifth Street Extended Multimodal Improvements
4. Rivanna River Bicycle and Pedestrian Bridge Crossing

ADOPTED this 25th day of May, 2022 by the MPO Policy Board being duly assembled.

ATTESTED:

Ned Galloway, Chair

Charlottesville-Albemarle MPO Policy Board



**RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE (HB2)
APPLICATIONS REQUESTING TRANSPORTATION FUNDING BY LOCALITIES**

WHEREAS, the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) , in cooperation with the Virginia Department of Transportation and the Thomas Jefferson Planning District Commission, completed a comprehensive Long Range Transportation Plan (LRTP) in May, 2019; and

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WHEREAS, the MPO Policy Board has identified transportation projects which are critical to improve safe and efficient movement of people and goods along public roadways in the Charlottesville-Albemarle Metropolitan area; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (“HB2”) now titled “Smart Scale”, which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of June 17, 2015 approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with Smart Scale; and

WHEREAS, many of the transportation projects identified by the MPO meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of the Metropolitan Transportation Planning Area of Charlottesville-Albemarle, for the MPO, the City of Charlottesville and Albemarle County to submit Smart Scale applications requesting state funding for eligible transportation projects.

NOW, THEREFORE, BE IT RESOLVED that the Policy Board of the MPO fully endorses submission of a Smart Scale application requesting funding for the following transportation projects:

Being Submitted by the City of Charlottesville

1. **5th Street Extended from Cherry / Elliott Ave. to Harris Road:** The project will include vehicular, bicycle, and pedestrian safety improvements within corridor.

Being Submitted by Albemarle County

1. **Route 631 Rio Road/Belvedere Boulevard Intersection Improvements:** Installation of a “Continuous Green Tea” design option for improved efficiency and safety
2. **Route 631 Fifth Street Extended (Stagecoach Road to Ambrose Commons Drive) Shared Use Path:** Construction of a bicycle and pedestrian shared use path on the west side of Fifth Street Extended
3. **Route 742 Avon Street Extended (Peregory Lane to Mill Creek Drive):** Construction of bicycle and pedestrian shared use path on the west side of Avon Street Ext.
4. **US250/Old Trail Road Roundabout:** Convert intersection to a roundabout

Being Submitted by the Planning District Commission but within the MPO Area

1. **US250/Louisa Road (Rt 22) Intersection Improvements:** The project would result in a displaced left-turn for traffic traveling east on US250 and turning north onto Louisa Road. The intersection will likely be signalized. Existing traffic signals will be rebuilt.
2. **US250/Peter Jefferson Parkway Intersection Improvements and Access Management:**
 - Add a right-turn only for eastbound traffic on US250 (turning right onto Peter Jefferson Parkway) to reduce rear-end crashes at this intersection; the existing shared right-turn/thru-lane should be converted to thru-only
 - Implement a “Thru-cut” at the US250/Peter Jefferson Parkway intersection such that thru-movements on the minor approaches are eliminated to maximize signal efficiencies and reduce delay
 - Construct a new 50-space park and ride lot on the northwest corner of the US250/Peter Jefferson Parkway intersection
 - Complete/close the existing median cut between Pantops Mountain Road and Peter Jefferson Parkway – this access management treatment is intended to improve safety and reduce delay. This application may include at-grade pedestrian crossings of US250 at Pantops Mountain Road and/or Peter Jefferson Parkway
3. **US250/Rolkin Road Pedestrian Improvements:**
 - An at-grade pedestrian crossing for the northern, eastern, and southern legs of the US250/Rolkin Road intersection
 - Continuation of the sidewalk on the southern side of US250 (that currently ends at Rolkin Road) to State Farm Boulevard
4. **Milton Road Intersection Improvements:** This project was identified as part of the VDOT Project Pipeline process, and would include the construction a roundabout at this intersection.

ADOPTED this 25th day of May, 2022 by the MPO Policy Board being duly assembled.

ATTESTED:

Ned Galloway, Chair
Charlottesville-Albemarle MPO Policy Board